

The first question you should always ask yourself when using others works under “Fair Use” provisions should be:

**Is the use of the work for educational purposes?**

If you answer NO then go NO FURTHER.

## Some Reminders

- ◆ Educational “Fair Use” is not an excuse for defying the Law.
- ◆ You must provide proper credit. Give credit where credit is due.
- ◆ Consider anything found on the Internet to be copyrighted unless it specifically notes “Copyright Free” or “Royalty Free”.
- ◆ Online copyrighted materials have the same rights and protection as any other copyrighted material.
- ◆ Multimedia projects can NOT be posted to the World Wide Web without prior permission from every copyright holder whose work was used.
- ◆ You may create a backup/archival copy of material to use as a replacement copy.
- ◆ Archival copies may not be used unless the original is destroyed.
- ◆ Videos can NOT be used for reward; entertainment, or any other use that constitutes public performance.
- ◆ ITV, StreamlineSC, and Cable in the Classroom programming are free to use. Check with your Media Specialist for recommendations.
- ◆ All PBS programs have one (1) year copyright permission.

## Resources and Credits

- ◇ **Hall Davidson**, <http://www.halldavidson.net>
- ◇ KOCE, **Copyright for Educators**. <http://www.koce.org/classroom/copyright.htm>
- ◇ **US Copyright Office, Fair Use**. <http://www.copyright.gov>
- ◇ <http://www.whatiscopyright.org/>
- ◇ **Stanford University Libraries**, Copyright and Fair Use, <http://fairuse.stanford.edu/>
- ◇ **Federal Copyright Law—Title 17 of the US Code**, <http://www.copyright.gov/title17/92chap1.html>
- ◇ **Reproduction of Copyrighted Works by Educators and Librarians**, <http://www.copyright.gov/circls/>
- ◇ <http://ed.sc.gov>, Search for “CopyrightQuickTips”

## Copyright for Educators



## A quick reference to Frequently Asked Questions

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## Copyright Law

Applies to all formats of content (web, print, audio, electronic). Section 107 provides Educators with the ability to use copyrighted resources under the "Fair Use" guidelines provided the use meets these four criteria:

- \* **Purpose of Use**
- \* **Nature of Work**
- \* **Amount of Work Used**
- \* **Effect of Use on Marketplace**

**If the copyrighted material is used for the purpose of teaching and the advancement of knowledge your needs supersede the intellectual property owners rights.**

## How Much Can I Use?

- ♦ **Motion Media (single work):** 10% or 3 minutes, whichever is less
- ♦ **Print (single work):** 10% or 1000 words, whichever is less
- ♦ **Poems (less than 250 words):** the entire poem; no more than three (3) by one poet or five (5) poems from a single anthology
- ♦ **Poems (more than 250 words):** up to 250 words; no more than three (3) excerpt from a single poem; no more than five (5) excerpts by different poets from a single anthology
- ♦ **Music, Lyrics, & Music Videos:** up to 10% or thirty (30) seconds from a single work
- ♦ **Illustrations/Photographs:** Entire image; no more than 5 images by a single author/owner; no more than 10% or fifteen (15) images (whichever is less) from a published collection of work.
- ♦ **Numerical Data Sets:** 10% or 2500 fields, whichever is less
- ♦ **Broadcast Television (ABC, ETV, NBC, etc.) Programs:** Entire program used for instruction
- ♦ **Cable Television (CNN, MSNBC, etc.) Programs:** Used with permission. See Cable in the Classroom ([www.ciconline.org](http://www.ciconline.org))

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### Always acknowledge the work by:

Crediting the owner  
Showing your source  
Include copyright notice

## You CAN.....

- Show a video of a broadcast television program within ten (10) days of the broadcast. Many programs have one-year educational use rights.
- Show a movie if it meets the following criteria:
  1. Is part of face-to-face instruction
  2. Is documented in your lesson plans
  3. Supports the goals and objectives of the lesson
- Use a portion of legally obtained and properly credited copyrighted materials for instructional purposes and for student projects, including multimedia presentations (follow limitation guidelines)
- Retain projects indefinitely, if needed for presentations to peers (in-service workshops, conference presentations), job performance evaluations or interviews
- Use materials that are directly connected to your curriculum

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## YOU CAN NOT...

- Show a movie for reward or entertainment
- Edit a video
- Make multiple copies of computer software
- Load a single-user copy of a software onto multiple computers
- Use cartoon, TV or film characters for decorations, newsletters, etc.
- Use portions of copyrighted materials in multimedia projects beyond the "Fair Use" limits
- Create anthologies or copy entire workbooks, test booklets, etc., in place of purchasing these materials
- Post presentation or student work outside of your schools LAN (limited to the term it was created)

### Students

...may keep their projects as part of their electronic/print portfolios for school and/or job interviews.  
...may perform/display their projects within the confines of the school and term in which they were created.